



GOVERNOR'S VOLUNTEER
SERVICE AWARD
Nomination Form

2013

*Administered by:
NC Commission on Volunteerism and Community Service
Office of the Governor*



2013 GOVERNOR'S VOLUNTEER SERVICE AWARD NOMINATION GUIDELINES

ELIGIBILITY

1. Nominees must have been engaged in volunteer activities for a **minimum of one year in North Carolina** and benefited a community/communities in the state in a substantial, important or unique way.
2. Students receiving course credits for their volunteer activities are ineligible **unless** the nomination is based on volunteer service that extends beyond the course requirements, in which case it must be clearly indicated in the nomination statement.
3. Previous award recipients from within the past 10 years are ineligible.
4. Nominees in volunteer service categories are ineligible if they receive compensation for their service.
5. Director of Volunteers who receive compensation must be nominated in the non-volunteer service category; they cannot be nominated in a volunteer service category.
6. Nomination cannot be based upon court-mandated community service.
7. Nomination cannot be based upon serving as a "loaned executive."
8. Self-nominations are not allowable.
9. Family members may not nominate another family member for an award.
10. Group/team and corporate volunteerism nominations must be made by those external to the group/team or corporation/business.
11. Nomination submission requirements must be met.

SUBMISSION REQUIREMENTS

1. All nominations must be submitted on the 2013 Governor's Award for Volunteer Service nomination form.
2. The nomination form consists of six sections and three supplemental pages. **ALL REQUIRED SECTIONS OF THE NOMINATION FORM MUST BE COMPLETED. ONLY COMPLETED FORMS WILL BE ACCEPTED.**
3. **HANDWRITTEN FORMS WILL NOT BE ACCEPTED.** The nomination form must be typed (11-point font or larger).
4. Two references are **REQUIRED** for each nomination.
5. Supporting documentation (photographs, news articles, etc.) for nominations will not be accepted; award selection will be based solely on information provided on nomination forms.
6. **The deadline for county coordinators to submit their nomination packet to the Commission is Friday, November 16, 2012.** County coordinators should establish a local deadline for accepting nominations that will allow time for the local selection process.

AWARD SELECTION

- Award selections are based on the nominee's volunteer efforts and commitment of time, accomplishments, community impact and enhancement of the lives of others, as described on the nomination form.
- Nominations are evaluated at the county level. The top five nominations are submitted by the county to the Commission. All five are recommended for the Governor's Volunteer Service Award; one of the five is recommended by the county as a nominee for the Medallion Award, the state's highest level of volunteer recognition. The county may also recommend one non-volunteer (paid) Director of Volunteers to be considered for a Medallion Award.
- The Commission selects recipients of the Governor's Volunteer Service Award, based on the selection criteria.
- Nominations for the Governor's Medallion Award are evaluated at the state level. Based on the evaluation process, the state's top 20 volunteers and one top paid Director of Volunteers are selected to receive the Medallion Award.
- Recipients of the Governor's Volunteer Service Award, Medallion Award and Director of Volunteers are selected based on merit – without regard to race, religion, gender, national origin, or physical/mental disability.



2013 GOVERNOR'S VOLUNTEER SERVICE AWARD

NOMINATION FORM

From _____ County

SECTION 1 – NOMINATION CATEGORIES (COMPLETION REQUIRED)

VOLUNTEER SERVICE CATEGORIES

NOTE: The nominee may fit multiple categories; please select **ALL** that apply to their service.

- ☐ **Individual:** An individual volunteer.
- ☐ **Family:** A family that volunteers together on the same project(s).
- ☐ **Group/Team:** A group or team of two or more people that volunteer together on the same project(s) under a group or team name.
- ☐ **Youth Volunteer:** A person (age 18 or younger) who volunteers.
- ☐ **Senior Volunteer:** A person (age 55 or older) who volunteers.
- ☐ **Perseverance in Volunteerism:** An individual volunteer who has overcome significant personal obstacles (mental or physical) in order to engage in service to others.
- ☐ **National Service Volunteer:** An individual member of a National Service program (AmeriCorps, AmeriCorps VISTA, AmeriCorps NCCC or Senior Corps) who has demonstrated outstanding volunteer service; the volunteer service must be above and beyond the requirements of the designated program.
- ☐ **Outstanding Mentor:** An individual volunteer who has demonstrated a commitment to working with children (ages 18 and younger) in a mentoring capacity and/or been actively engaged in other activities that support a mentoring program.
- ☐ **Faith-Based Volunteer:** An individual, group or team that volunteers through a faith-based community organization.
- ☐ **Corporate/Business Volunteerism:** A corporation or business that has made a substantial impact in the community by promoting service to their employees by providing volunteer hours or engaging in other volunteer activities.
- ☐ **Lifetime Achievement:** An individual who has exhibited a lifelong commitment to volunteerism and community service. Nominees must have made a substantial and long-term sustained impact in the community as a result of their service efforts.

NON-VOLUNTEER SERVICE CATEGORY

- ☐ **Director of Volunteers:** A paid staff member who exceeds expectations of good management skills in volunteer recruitment, training, coordination, risk management, evaluation, retention and recognition. *Related job titles could include Manager of Volunteers or Volunteer Program Director.*

SECTION 2 – Nominee Information (COMPLETION REQUIRED)
COMPLETE ONE BOX ONLY

PLEASE COMPLETE THIS BOX FOR THE FOLLOWING CATEGORIES OF VOLUNTEER SERVICE:
*Individual, Youth, Senior, Perseverance in Volunteerism, National Service, Outstanding Mentor,
Faith-Based Volunteerism or Lifetime Achievement*

Title: ☐ Ms. ☐ Mrs. ☐ Mr. ☐ Dr. ☐ Other _____
Nominee's First Name _____
Middle Name (if applicable) _____
Last Name _____
Suffix ☐ Jr. ☐ Sr. ☐ III ☐ Other _____
Home Address _____

City _____ **State** _____ **Zip** _____ **Phone** _____
Email Address _____

PLEASE COMPLETE THIS BOX FOR THE FOLLOWING CATEGORIES OF VOLUNTEER SERVICE:
Family, Group/Team, or Corporation/Business Volunteerism

Family, Group/Team, or Business Name (e.g. Smith School Volunteers) _____
Suffix (if applicable) ☐ Co. ☐ Inc. ☐ LLC ☐ Other _____
Contact's Title ☐ Ms. ☐ Mrs. ☐ Mr. ☐ Dr. ☐ Other _____
Contact's First Name _____
Contact's Last Name _____
Suffix ☐ Jr. ☐ Sr. ☐ III ☐ Other _____
Address Line 1 _____

City _____ **State** _____ **Zip** _____ **Phone** _____
Email Address _____

NOTE: If the family, group/team, or corporation/business is a Medallion recipient, the contact person listed above will accept the award on behalf of the family, group/team, or corporation/business.

PLEASE COMPLETE THIS BOX FOR NON-VOLUNTEER SERVICE IN THE FOLLOWING CATEGORY:
Director of Volunteers (paid staff member)

Title: ☐ Ms. ☐ Mrs. ☐ Mr. ☐ Dr. ☐ Other:
Nominee's First Name _____
Middle Name (if applicable): _____
Last Name _____
Suffix: ☐ Jr. ☐ Sr. ☐ III ☐ Other _____
Home Address _____

City _____ **State** _____ **Zip** _____ **Phone** _____
Email Address _____
Agency/Organization (Employer) _____
Address _____
City _____ **State** _____ **Zip** _____ **Phone** _____
Supervisor's Name _____
Email Address _____

SECTION 3 – Nominator and Reference Information (COMPLETION REQUIRED)

NOMINATOR

Name _____
Relationship to Nominee (i.e. volunteer supervisor) _____
Address _____

City _____ State _____ Zip _____
Phone _____ Email Address _____
Signature _____ Date _____

REFERENCES – Two references are required

(those who are familiar with the nominee's volunteer service)

REFERENCE #1

Name _____
Relationship to Nominee _____
Address _____

City _____ State _____ Zip _____
Phone _____ Email Address _____
Signature _____ Date _____

~AND~

REFERENCE #2

Name _____
Relationship to Nominee _____
Address _____

City _____ State _____ Zip _____
Phone _____ Email Address _____
Signature _____ Date _____

SECTION 4 – Organization Information (COMPLETION REQUIRED)

Organization(s) served by nominee. *Except for lifetime achievement nominees, please focus on this past year of service only.*

ORGANIZATION #1

Organization Name _____

Volunteer Job Title(s) _____

Dates of Service _____

Total length of time nominee has served this organization _____

Nominee's typical frequency and duration of service *(example-5 hours per day for 3 days each week)*

Nominee's primary volunteer duties _____

****If nominee has served at more than one organization this year, please complete the supplemental page of this nomination form.***

SECTION 5 – Nomination Statement (COMPLETION REQUIRED)

Please explain the main reasons this nominee is being nominated. *Except for lifetime achievement nominees, please focus on this past year of service only.*

This image shows a full page of white paper with horizontal blue ruling lines. The lines are evenly spaced and run across the width of the page, providing a template for handwriting practice or general writing. There are no margins, text, or other markings on the page.

SECTION 6 – Description of Exemplary Service (COMPLETION REQUIRED)

Every volunteer is worthy of recognition. Please summarize the nominee's exemplary service and describe what distinguishes this nominee's efforts from other volunteers by providing the following required information. *Except for lifetime achievement nominees, please focus on this past year of service only.*

Please describe the nominee's outstanding commitment to volunteerism and to the agency or organization they have served.

Please describe the nominee's outstanding accomplishments and how the impact of their service has helped meet critical needs in their community.

Please describe the nominee's special skills, qualities and/or leadership qualities.

SUPPLEMENTAL PAGE – Additional Organizations Served by Nominee

**Except for lifetime achievement nominees, please focus on this past year of service only.*

Nominee Name: _____ County _____

ORGANIZATION #2

Organization Name _____
Volunteer Job Title(s) _____
Dates of Service _____
Total length of time nominee has served this organization _____
Nominee's typical frequency and duration of service *(example-5 hours per day for 3 days each week)* _____
Nominee's primary volunteer duties _____

ORGANIZATION 3

Organization Name _____
Volunteer Job Title(s) _____
Dates of Service _____
Total length of time nominee has served this organization _____
Nominee's typical frequency and duration of service *(example-5 hours per day for 3 days each week)* _____
Nominee's primary volunteer duties _____

ORGANIZATION 4

Organization Name _____
Volunteer Job Title(s) _____
Dates of Service _____
Total length of time nominee has served this organization _____
Nominee's typical frequency and duration of service *(example-5 hours per day for 3 days each week)* _____
Nominee's primary volunteer duties _____

SUPPLEMENTAL PAGE – Family Volunteerism

***NOTE:** This page should be completed only for Family Volunteering nominees
(families that volunteer together on the same project)

Nominee Name: _____ County _____

Family Member 2

Title: ☐ Ms. ☐ Mrs. ☐ Mr. ☐ Dr. ☐ Other _____
First Name _____
Middle Name (if applicable) _____
Last Name _____
Suffix (if applicable) ☐ Jr. ☐ Sr. ☐ III ☐ Other _____

Family Member 3

Title: ☐ Ms. ☐ Mrs. ☐ Mr. ☐ Dr. ☐ Other _____
First Name _____
Middle Name (if applicable) _____
Last Name _____
Suffix (if applicable) ☐ Jr. ☐ Sr. ☐ III ☐ Other _____

Family Member 4

Title: ☐ Ms. ☐ Mrs. ☐ Mr. ☐ Dr. ☐ Other _____
First Name _____
Middle Name (if applicable) _____
Last Name _____
Suffix (if applicable) ☐ Jr. ☐ Sr. ☐ III ☐ Other _____

Family Member 5

Title: ☐ Ms. ☐ Mrs. ☐ Mr. ☐ Dr. ☐ Other _____
First Name _____
Middle Name (if applicable) _____
Last Name _____
Suffix (if applicable) ☐ Jr. ☐ Sr. ☐ III ☐ Other _____

Family Member 6

Title: ☐ Ms. ☐ Mrs. ☐ Mr. ☐ Dr. ☐ Other _____
First Name _____
Middle Name (if applicable) _____
Last Name _____
Suffix (if applicable) ☐ Jr. ☐ Sr. ☐ III ☐ Other _____